Continuous Instructional Improvement Technology System

Powered by: **schoolnet**

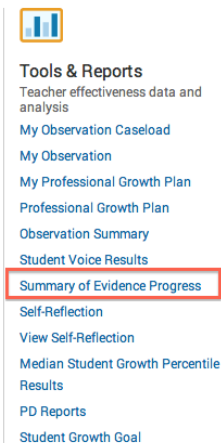## CIITS: Submitting Summary of Evidence for PPGES

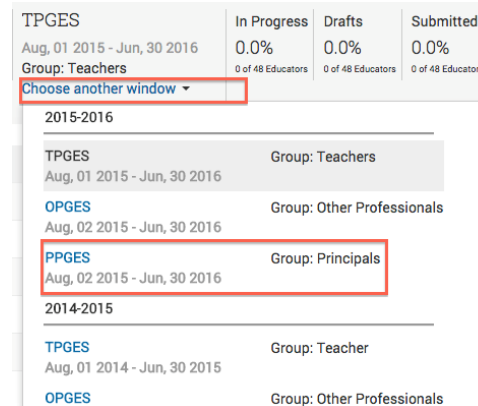For additional details on the summative evaluation process, please visit:

http://education.ky.gov/teachers/PGES/prinpges/Pages/PPGES-Summative-Evaluation-Process.aspx

(**Note:** You will need either the School Leader Evaluator or District Leader Evaluator role to access the PPGES window)

1. Roll your cursor over **Educator Development** on the navigation bar and click **Summary of Evidence Progress** under Tools and Reports

Tools & Reports
Teacher effectiveness data and analysis

My Observation Caseload
My Observation
My Professional Growth Plan
Professional Growth Plan
Observation Summary
Student Voice Results
Summary of Evidence Progress
Self-Reflection
View Self-Reflection
Median Student Growth Percentile Results
PD Reports
Student Growth Goal

2. Click **Choose another window** and click **PPGES** (this window may already be selected for you by default)

TPGES	In Progress	Drafts	Submitted
Aug, 01 2015 - Jun, 30 2016	0.0%	0.0%	0.0%
Group: Teachers	0 of 48 Educators	0 of 48 Educators	0 of 48 Educators

Choose another window ▾

2015-2016

TPGES Aug, 01 2015 - Jun, 30 2016	Group: Teachers
OPGES Aug, 02 2015 - Jun, 30 2016	Group: Other Professionals
PPGES Aug, 02 2015 - Jun, 30 2016	Group: Principals

2014-2015

TPGES Aug, 01 2014 - Jun, 30 2015	Group: Teacher
OPGES	Group: Other Professionals

3. Click on a Principal's name to open the Summary of Evidence form

Educator Name ▲	Review Status ⇕
ANDRADE, JOAN	Not Started
ARMSTRONG, ERONA	Not Started
AYALA, MAX	Not Started
DALTON, BROOKLIN	Not Started

4. Use the **Actions** button to access the **Score Guide** to view the State Decision rules on assigning ratings

Actions ▾
- ● Scores
- ❓ Score Guide
- 💬 Comments
- 🖨 Print

PPGES DECISION RULES FOR SUMMATIVE EVALUATION

Minimum Criteria for Determining A Principal's Professional Practice Rating

If:	Then:
Principal or Assistant is rated Exemplary in at least four of the standards and no standard below Accomplished	Professional Practice rating shall be EXEMPLARY
Principal or Assistant is rated Accomplished in at least four standards and no standard rating is below Developing	Professional Practice rating shall be ACCOMPLISHED
Principal or Assistant is rated Developing in at least five standards	Professional Practice rating shall be DEVELOPING
Principal and Assistant is rated ineffective in two or more standards	Professional Practice rating shall be INEFFECTIVE

State Overall Decision Rules for Determining an Educator's Overall Performance Category

PROFESSIONAL PRACTICE RATING	STUDENT GROWTH TREND RATINGS	OVERALL PERFORMANCE CATEGORY
Exemplary	High OR Expected	EXEMPLARY
	Low	DEVELOPING
Accomplished	High	EXEMPLARY
	Expected	ACCOMPLISHED
	Low	DEVELOPING
Developing	High	ACCOMPLISHED
	Expected OR Low	DEVELOPING
Ineffective	High, Expected or Low	INEFFECTIVE

5. Use the **Actions** button to access the **Scores** page where you can select standards scores, group scores, and an overall score. When you are finished entering scores, click the **Save** button
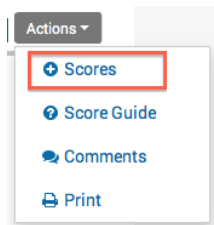

Start Here

Note: It is important to note the order in which the items are listed. You may wish to **start with Instructional Leadership** to enter all standard ratings prior to entering the Overall Professional Practice (Group) rating. One would then enter local and state contribution rating prior to entering the Overall Student Growth (Group). The final rating one would enter is, Overall Score, the principal's overall performance category rating.

6. Use the **Actions** button to enter **Comments** (optional) for any of the scores you entered.
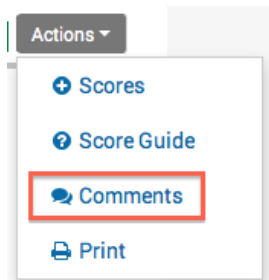
7. Click the comment selector to choose which rating you would like to comment on. After you enter your comment, click **Save**
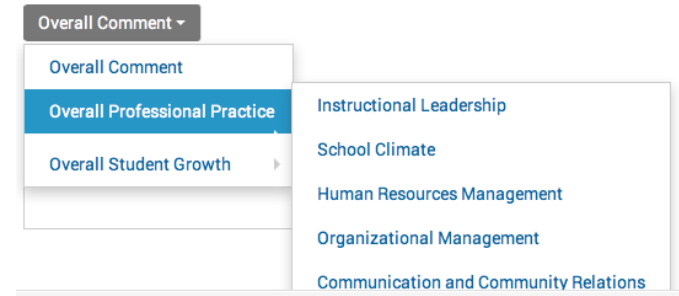
8. Use the **Actions** button and click **Submit Final** when you are ready to complete the summative evaluation. Once you Submit Final, the principal will be able view the evaluation and you will no longer be able to make edits
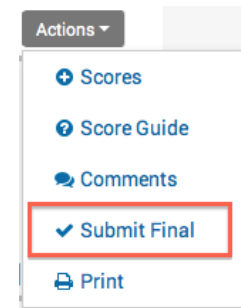
9. Use the **Actions** button to **Print** the completed form if you would like to keep a paper copy